



OFFICE OF HOPI TUTUVENI

DIRECTOR/MANAGING EDITOR

INTRODUCTION: The Director/Managing Editor directs, coordinates and supervises activities associated with the publication of a tribally owned newspaper. The incumbent performs duties of considerable difficulty and complexity requiring working knowledge and skill in newspaper publication, copyright laws, organizational & business enterprise development and applying policies, procedures, rules & regulations.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Executes and applies office and/or department policies & procedures to assist in shaping or improving office effectiveness and productivity; assures program mission is in compliance with department and tribal goals and objectives; develops policies to supplement or improve existing policies by respective department; where major policy changes are necessary in responding to budget appropriations or legislated changes consults with Chairman/designee and the Editorial Board.
2. In consultation with the Chairman/designee and the Editorial Board, develops and periodically reviews/revises the organizational mission, goals & objectives and functional changes in the office and/or scope of responsibility & obligations; streamlines office operation in accordance with established organizational policies; strengthens program activities and implements internal control mechanism through development of procedures and guidelines in maintaining program accountability; assures report submitted by program segments reflect the policies or position of the department.
3. In consultation with and Editorial Board ensure that the Tutuveni is operated in a professional and efficient manner in accordance with industry standards.
4. Develops and gives quarterly program financial and project reports to Chairman/designee in person. Forwards copies of reports to Editorial Board and Tribal Council. Gives yearly program review to Tribal Council and Editorial Board.
5. Meets with representatives of other organizational levels of federal and state agencies, and with legislative and executive officials of the Hopi Tribal government; may deal extensively with various committee(s), task teams, etc. of the Hopi Tribal Council.
6. Develops and administers annual office budget; establishes short and long-term office and service goals and objectives; evaluates office and employee performance, oversees compliance with budgetary limitations, provides accounting and expenditure control for program budget; represent program on behalf of the tribe; interacts with outside organizations and the public.
7. Performs other related duties as assigned or authorized in order to achieve office/Tribal goals and objectives.

COMPLEXITY: The work involves varied duties requiring many different and sometimes-unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Assignments are characterized by their breadth and intensity of effort and involve several phases being pursued concurrently or sequentially with the support of others within or outside of the organization. Decisions regarding what needs to be done include largely undefined issues and elements, requiring extensive probing and analysis to determine the nature of and the scope of the problems.

SUPERVISION RECEIVED: The incumbent works under the general day-to-day oversight and supervision of the Chairman/designee, who sets the overall objectives and determines and assigns available resources. The incumbent and supervisor, in consultation with the Editorial Board, develop policies, projects, priorities, deadlines and work standards to guide the pursuit of Tribal objectives. The incumbent is responsible for planning and carrying out the assignments independently, resolving conflicts, which may arise. Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility and effectiveness in achieving expected results.

PERSONAL CONTACTS: The incumbent maintains frequent contact with supervisor, the Editorial Board, Hopi Tribal Council, Tribal & Village officials/staff, other public/private organizations, funding agency representative and the general public. The purpose of these contacts is to exchange factual information related to planning, coordinating & project management/assessment, and building mutually beneficial professional relationships.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work is mostly sedentary and performed in a standard office environment. The incumbent is considered a member of the Tribe's professional staff and as such is required to work or attend meetings in the evenings, weekends, holidays when necessary to accomplish the work. Moderate travel by automobile on and off the reservation is required.

MINIMUM QUALIFICATIONS

1. Required Education, Training and Experience:

A. Education : Bachelor's Degree in Journalism, English, Creative Writing, Business Management or related field;

AND

B. Training: Two (2) years technical training in publication, media production, including use of modern communication equipment/devices, i.e., digital editing & design, website production, etc.;

OR

C. Experience: Four (4) years professional work experience managing a newspaper publication (preferably with tribal, state or federal agency/organization).

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of modern principles and practices of public administration
- Knowledge of strategic planning, contract writing and negotiation, program evaluation and forecasting
- Knowledge of department operational activities, mission and client service requirements
- Knowledge of the socio-economic realities existing on Indian Reservation
- Knowledge of copyright regulations and laws of the publishing industry
- Knowledge of sound journalism practices, public & media relations, photojournalism and graphic arts

B. Skills:

- Skill in writing & verbal communications
- Skill in managing staff and complex internal relationships
- Skill in organizational development & assessment and project planning
- Skill in funds development.
- Skill in providing excellent customer service and public relations
- Skill in evaluating and editing the content, structure and format of a wide range of written material

C. Abilities:

- Ability to plan, develop, implement and administer management
- Ability to liaise with various governmental agencies, private businesses and development representative
- Ability to analyze & assess systems failures and develop appropriate corrective action
- Ability to review and assess capabilities and performance of subordinate staff
- Ability to manage multiple and multi-component projects at one time
- Ability to plan, develop, administer and implement a community-planning program

NECESSARY REQUIREMENTS:

1. Must complete and pass the pre-employment screening in accordance with Hopi Tribal Policy.

DESIRED QUALIFICATION:

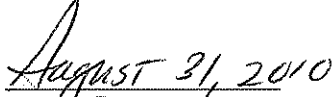
1. Speak and understand the Hopi language for the purpose of gathering information and to conduct interviews with Hopi Tribal members who prefer to converse in the Hopi language.

CONDITIONAL APPOINTMENT:

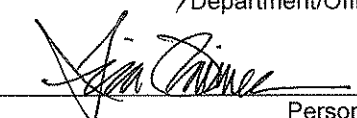
Depending on the needs of the position, some incumbents of this class may be required to possess a valid Arizona Driver's License and pass/complete the Hopi Tribe's Defensive Driving Course

REVIEWED BY:


Department/Office Hiring Authority


Date

APPROVED BY:


Personnel Director


Date